Job Posting

Department: 25 - Probation & Parole
Organization: 257124 - Allegheny Central Unit
Job Code/Title: 460300 - Parole Agent 1
Position Number: 223054
Announcement Number: 2015-137
County: Allegheny
Work Location: 134 ENTERPRISE STREET, PITTSBURGH, PA 15206
Type of Job: Civil Service
Union: AFSCME
Bargaining Unit: G4
Seniority Unit: Pittsburgh District
Type Position: Permanent / Full Time
Salary Range: $42,709 - $64,908
Pay Schedule / Range: ST / ST06
Posting Length: 15 days
Posting Dates: 7/1/2015 - 7/15/2015
Contact Number: (717)787-5699 ext:1346 or ashlgruber@pa.gov
Information: This is a 40 hour work week position. Work hours are employee controlled but core hours are 8:00am to 5:00pm.

New agents hired with this posting will be subject to overnight vehicle location and mileage restrictions. Such restrictions will be provided at or prior to job offer.

Parole Agents applying for this position MUST meet the required 2-year commitment within their appointing seniority unit by the closing date of the posting.

New employees to the Board or current employees not previously fingerprinted during PBPP employment will be fingerprinted during the hiring process.

This position is eligible for full retirement benefits at age 50/55.

	This position uses the Commonwealth Law Enforcement Assistance Network (CLEAN) to perform duties. The selected applicant will need to obtain and maintain a CLEAN certificate.
Description of Duties:	This is a trainee position whose purpose is to learn how to supervise offenders released on probation or parole to serve the remainder of their sentence in the community. Helps parolees and probationers to improve and understand themselves by using a variety of techniques to help the individual resolve any problems hindering their adequate adjustment to society. Refers parolees and probationers to other agencies for specialized therapy in order to assist them in dealing with problems that need special attention. These areas of specialization may deal with jobs, drugs, alcohol, sexual and mental health problems. Develops and modifies treatment plans based upon the particular needs of the parolee and probationer. Special conditions imposed by Pennsylvania Board of Probation and Parole employees and special restrictions handed down by the sentencing judge on a probationer will provide the basis for the supervision plan. Participates in court proceedings providing testimony on the adjustment of parolees and probationers, answering other questions relating to the supervision of parolees and probationers, or providing information concerning Agency policy and procedures so that the court can make a decision pertaining to the probationer or parolee. Court cases may involve such matters as revocations of probation/parole for technical violations or new criminal charges. Makes requests that the court place special conditions on a probationer or parolee. Participates in Board hearings by presenting evidence, testifying, making arrangements for witnesses, and performing related work in order to facilitate the incarceration of a parolee or support continuation of a parolee on parole. Conducts investigations by interviewing parolees and probationers and others in order to obtain relevant facts

necessary to carry out the purpose of the investigation. Types of investigations are Pre-parole, Pre-Sentence, Pardon Board, New Criminal Arrest, Technical Parole Violation, and Special Investigations (for other states/districts, etc.)

Records parolee/probationer contacts made in the field and in the office. Makes contacts with local police authorities and other state parole offices that must be recorded. Keeps notes pertaining to field and office contacts in a field book in order to maintain up-to-date information. Logs reports completed on an activity sheet and presents the information to a Parole Supervisor who monitors agents' activities on a daily basis.

Talks to prospective employers about the importance of hiring parolees and probationers in order to encourage job opportunities for the parolees and probationers being supervised. Encourages parolees and probationers to seek work using their own efforts.

Monitors parolees' and probationers' conduct and activities by contacting them at home and at work. Makes contacts with individuals who come in contact with the parolees and probationers. The number of contacts required varies with the level of supervision. Conducts interviews with parolees and probationers assigned to other agents in their absence when required.

Writes or dictates reports on investigations including Pre-paroles, Pre-Sentences, Pardon Boards, Arrests, and Special Investigations.

Arrests parolees and probationers who have violated the conditions of their parole/probation by requesting a warrant for their arrest from a superior and physically taking them into custody with the assistance of police agencies or other Parole Agents.

Cooperates in providing security for the office including manning the metal detector and turning on and off the security system as required.

Answers phone calls and questions from the public, parolees and probationers, and their families concerning Board policies and procedures.

Monitors status of outstanding criminal charges against parolees and probationers by reviewing the information from local police authorities, district magistrates, and the Court of Common Pleas and determines what further actions need to be taken by the Board in regards to the new criminal charges.

Completes various reports that relate to the operation of the assigned Commonwealth vehicle including monthly mileage reports and accident reports and is responsible for vehicle repair and maintenance.

Recruits citizen volunteers from interested persons in the community to make the public more aware of the criminal justice system and actively help parolees and probationers to adjust to living in the community.

Performs public relations work by speaking to community and groups, colleges, and other organizations in order to provide information concerning probation and parole.

Assists student interns in gaining practical knowledge and experience in probation and parole work by supervising and evaluating their participation in the activities of a district parole office.

Conducts curfew checks on parolees and probationers in compliance with special conditions of parole including evenings and weekends.

Obtains urine samples from parolees and probationers on a random basis monthly to determine any illegal drug or alcohol use.

Transports offenders to a CCC or Contract Facility as needed.

Determines eligibility of parolees and probationers for supervision fee waivers for the cases under their supervision.

Operates an Agency provided computer to send and receive emails, access information, compose documents, and perform other functions.

Completes appropriate training hours each fiscal year.

Performs other related duties as required.

Essential Functions: Available upon request.

Last Date Job Applications Will Be Accepted: **Wednesday, July 15, 2015**

THIS IS AN ENTRY LEVEL POSITION

Recruitment Method(s):

Applicants must meet one (or more) of the following methods(s) to be considered for this vacancy:

- Civil Service Lists (Fill by examination in accordance with collective bargaining.)
- Transfer
- Reassignment
- Voluntary Demotion
- Reinstatement

Eligibility - all candidates

1. Meet the minimum experience and training required for the job: Two years as a Parole Investigator or an Institutional Parole Assistant, and an associate's degree in criminal justice, law enforcement, sociology, social work, legal studies, psychology or a related field;
   or
   A bachelor's degree in criminal justice, law enforcement, sociology, social work, legal studies, psychology or a related field;
   or
   An equivalent combination of experience and training.

   NECESSARY SPECIAL REQUIREMENT: Possession of a valid non-commercial Pennsylvania Class C driver's license or equivalent.
2. Be a resident of Pennsylvania.
3. Be eligible for selection in accordance with Civil Service rules.

How to apply - all candidates:

The following materials must be mailed and postmarked on or before **Wednesday, July 15, 2015**:

1. Completed Civil Service Application (0.40 MB)
2. Most Recent Employee Performance Review
3. PBPP Bid Form
4. For Voluntary Demotion Candidates - A memo/letter indicating you will accept the appropriate reduction in salary.

   Failure to comply with the application requirements will eliminate you from consideration for this position.

   The required documents must be received by or U.S. postmarked by the close of business on the closing date of this posting. Applicants using the interoffice mail system must allow sufficient time to be received by the closing date. Late applications will not be accepted.

If interested in applying by mail, please send above specified materials to:

Board of Probation and Parole
Bureau of Human Resources
1101 South Front Street, Suite 5600
Harrisburg, PA 17104-2522

APPLICATIONS MAY BE FAXED TO: (717) 772-4185

Individuals who wish to request an accommodation may contact the Disability Services Coordinator at (717) 787-5699 x1325.

The Commonwealth of Pennsylvania is proud to be an equal opportunity employer supporting workforce diversity.